



**Purchasing Card
Account Maintenance Request Form
Disbursement Center**

CARDHOLDER INFORMATION	
First Name: _____	Initial: _____ Last Name: _____
PeopleSoft ID: _____	Email: _____ Work Phone: _____
Cardholder Signature: _____	Date: _____

REQUEST FOR CHANGE OF CREDIT LIMITS	
Please check one: Temporary _____	End Date _____
_____	Permanent _____
Increase/Decrease monthly credit limit from	\$ _____ to \$ _____
Increase/Decrease single transaction limit from	\$ _____ to \$ _____
Justification:	_____
PeopleSoft Dept: _____	Dept Name: _____

AUTHORIZATION BY BUSINESS UNIT APPROVER REQUIRED FOR ALL CHANGES	
Authorized By (Print Name): _____	Title: _____
Signature: _____	Date: _____
Controller _____	Date: _____
<small>(for transaction limits \$5,000 or more - not for software or equipment purchases)</small>	

REQUEST TO UNBLOCK A MERCHANT CATEGORY CODE	
MCC blocks are designed to prevent unauthorized purchases. You can request an MCC code to be unblocked if you have had an authorized business purchase declined due to a blocked MCC.	
I request the following Merchant be unblocked:	
Supplier Name: _____	Amount of purchase \$ _____
Business Purpose:	_____
PeopleSoft Dept: _____	Dept Name: _____

FOR USE BY P-CARD TEAM ONLY	
Request Completed by: _____	Date: _____
Account Reset to Original Profile Confirmed by: _____	Date: _____
Orig \$ _____	Temp \$ _____
Reset Date: _____	_____

Email to: purcard@uvm.edu